

## Avery County Mapping and E-911 Addressing

PO Box 305, 200 Montezuma St.  
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Phone: 828-733-3017

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### NEW ADDRESS REQUEST FORM

**NOTICE:** PLEASE BE AWARE OF THE FOLLOWING REQUIREMENTS.

1.) THIS FORM MUST BE COMPLETED IN ORDER TO RECEIVE A BUILDING PERMIT.

2.) THE FUTURE DRIVEWAY LOCATION MUST BE STAKED AT APPROXIMATE CENTERLINE OF DRIVEWAY. STAKE MUST BE CLEARLY MARKED.

3.) IF THREE (3) OR MORE ADDRESSED STRUCTURES EXIST ON A ROAD, THAT ROAD MUST BE ASSIGNED A ROAD NAME. ALL ROAD NAMES MUST HAVE THE PRIOR APPROVAL OF THE ADDRESS COORDINATOR.

#### **THE FOLLOWING INFORMATION MUST BE COMPLETED FOR A PHYSICAL ADDRESS TO BE ISSUED.**

CONTACT PHONE #: \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

LOCATION: (PROVIDE AS MUCH INFORMATION AS POSSIBLE, PLEASE.) \_\_\_\_\_  
\_\_\_\_\_

OVER OR UNDER A HUNDRED FEET FROM ROAD? \_\_\_\_\_

ADDITIONAL INSTRUCTIONS OR COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

#### **OFFICE USE ONLY:**

PERMIT #: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_ *INSPECTIONS*

PIN #: \_\_\_\_\_ DATE ASSIGNED: \_\_\_\_\_ *MAPPING*

STRUCTURE PHONE #: \_\_\_\_\_ DATE ADDRESSED: \_\_\_\_\_ *ADDRESSING*

NEW ADDRESS: \_\_\_\_\_

STRUCTURE DESCRIPTION: \_\_\_\_\_ *APPRAISAL*

DATE OF FIELD VISIT: \_\_\_\_\_ ADDRESS POSTED?: (Y/N) \_\_\_\_\_

**PLEASE LET US KNOW WHEN A NEW PHONE NUMBER IS ASSIGNED TO YOUR STRUCTURE!**